



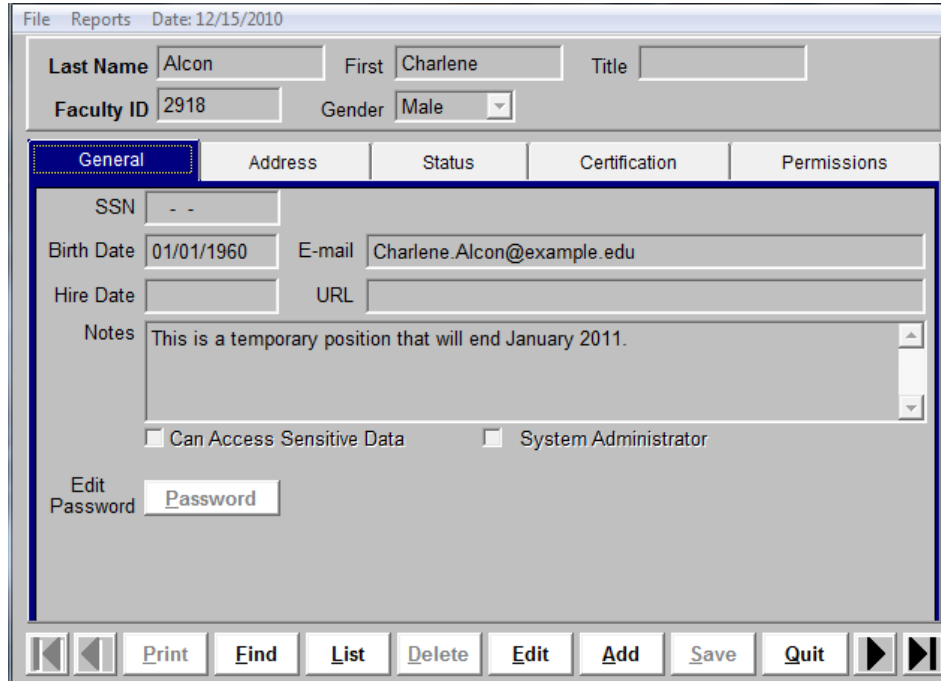
# Aspire

## **Faculty Setup**

## Faculty Editor Module

You will need to create a faculty record for each user.

To create a faculty record, go to System Module / Faculty Module. The following screen will display.



Faculty members are defined as teachers, administrators, office staff, food service workers, counselors, and any personnel in the school who require access to the ASPIRE SOFTWARE system. The **Faculty Editor** is where basic demographic information, such as name, address, status, contacts, and permissions/passwords is entered and maintained. The faculty database is an integral part of the scheduling process. Therefore, at minimum, all *teachers* must be entered into the system and be assigned to the school year track before any scheduling can take place.

## Adding a New Faculty Member

### General Tab

- Press **Add**.
- Enter the **Last Name**, **First Name**, and **Gender**.
- The system will automatically assign a **Faculty ID**.
- At this point Save
- Now Edit and enter data in the other fields as desired.
- If you want the faculty member to be able to send emails, enter that person's **E-mail** address.

- **URL** – if the faculty member has a personal or UEN web site, enter the URL in this field. This website is for students, contacts to access for assignments, etc.
- **System Administrator** – place a checkmark in this box if the faculty member is a system administrator. There are usually only one or two people who are SYSTEM Administrators. These users have full database access to highly sensitive data.

## Address Tab

The screenshot shows the 'Address' tab selected in the faculty setup window. The 'General' tab is also visible. The 'Home Address' section contains fields for Line 1 (250 East 500 South), Line 2, City (SLC), State, and Zip Code (84111-). There is an 'Unlisted' checkbox. The 'Mailing Address' section has identical fields. To the right is a 'Phone Numbers' table with columns 'Phone Numbers' and 'ID'. At the bottom are buttons for 'New' and 'Delete'. The bottom navigation bar includes 'Print', 'Find', 'List', 'Delete', 'Edit', 'Add', 'Save', and 'Quit'.

- Enter address data for the faculty member. Optional

## Status Tab – Status Records

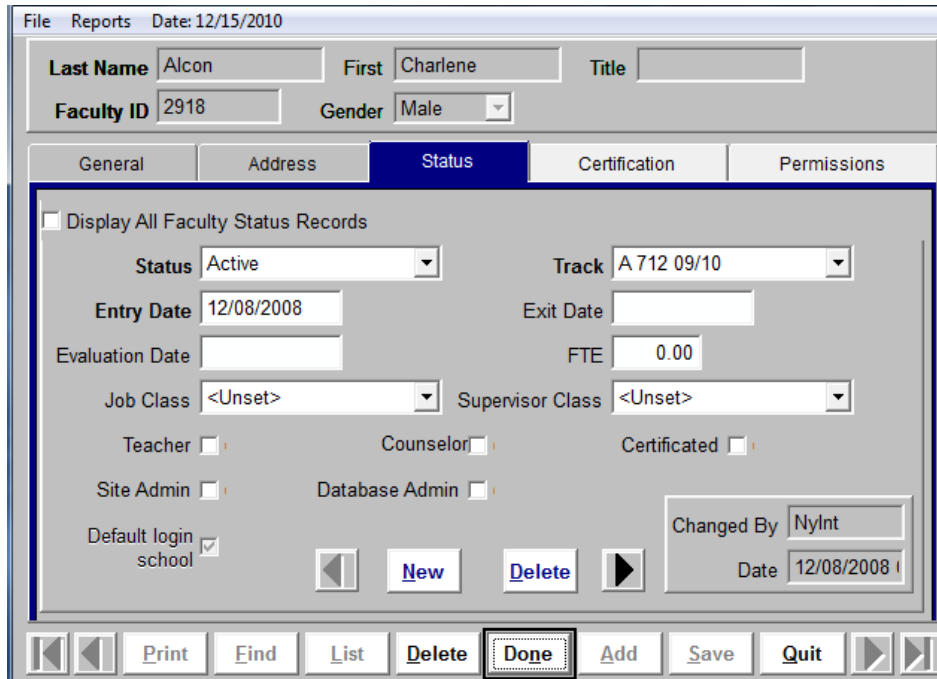
The screenshot shows the 'Status' tab selected in the faculty setup window. The 'General' and 'Address' tabs are also visible. The 'Status' section has a checkbox for 'Display All Faculty Status Records'. Below is a table with columns: Status, Track, Job, Tchr, Cnslr, and Cert. The table contains two rows of data.

Status	Track	Job	Tchr	Cnslr	Cert
Active	A 712 09/10	<Unset>			
Active	A 720 09/10	<Unset>			

The **Status** tab is where you allow a faculty member to access a school track calendar year or you can add several school tracks to a teacher or users who need access to multiple schools in a district. If you are a charter, most likely the users will only have access to one track calendar year and that will be the current track calendar year. System Administrators need to have Track 000.

If you need to allow the faculty member to see other school tracks, follow these steps:

- Highlight an existing row and press **Edit** to see the following:



The screenshot shows the 'Faculty Setup' application window. At the top, there is a menu bar with 'File' and 'Reports', and a date field showing 'Date: 12/15/2010'. Below the menu bar, there are input fields for 'Last Name' (Alcon), 'First' (Charlene), 'Title' (empty), 'Faculty ID' (2918), and 'Gender' (Male). Below these fields are five tabs: 'General', 'Address', 'Status' (selected), 'Certification', and 'Permissions'. The 'Status' tab contains a checkbox for 'Display All Faculty Status Records' (unchecked). Below this are several input fields and dropdown menus: 'Status' (Active), 'Track' (A 712 09/10), 'Entry Date' (12/08/2008), 'Exit Date' (empty), 'Evaluation Date' (empty), 'FTE' (0.00), 'Job Class' (<Unset>), and 'Supervisor Class' (<Unset>). There are also checkboxes for 'Teacher', 'Counselor', 'Certificated', 'Site Admin', and 'Database Admin'. A 'Default login school' checkbox is checked. At the bottom right of the 'Status' tab, there is a 'Changed By' field (Nylnt) and a 'Date' field (12/08/2008). Below the 'Status' tab are several buttons: 'New', 'Delete', 'Done' (highlighted with a red box), 'Add', 'Save', and 'Quit'. The 'Done' button is highlighted with a red box.

- Press **New**.
- From the **Track** drop-down, select the school track you would like to add to the status.
- Enter an **Entry Date**. This is typically the first day of employment or when the user needs access.
- Checkmark any appropriate choices.
- Press **Save**.

## Certification tab – Teacher Cactus Number

The screenshot shows the 'Certification' tab selected in the software interface. At the top, there are input fields for 'Last Name' (Alcon), 'First' (Charlene), 'Title', 'Faculty ID' (2918), and 'Gender' (Male). Below these are tabs for 'General', 'Address', 'Status', 'Certification', and 'Permissions'. The 'Certification' tab is active, displaying a table with three columns: 'Certification', 'Cert Type', and 'Subject'. The first row of the table is pre-filled with 'Cactus Identification', 'Certification', and a dropdown arrow. Below the table is a row of action buttons: 'Print', 'Find', 'List', 'Delete', 'Edit', 'Add', 'Save', and 'Quit'.

Certification data is information on a faculty member's professional credentials – Teacher State Cactus Number. To add the certification data for a faculty member, while on the Certification screen, press **Edit**. The following will display.

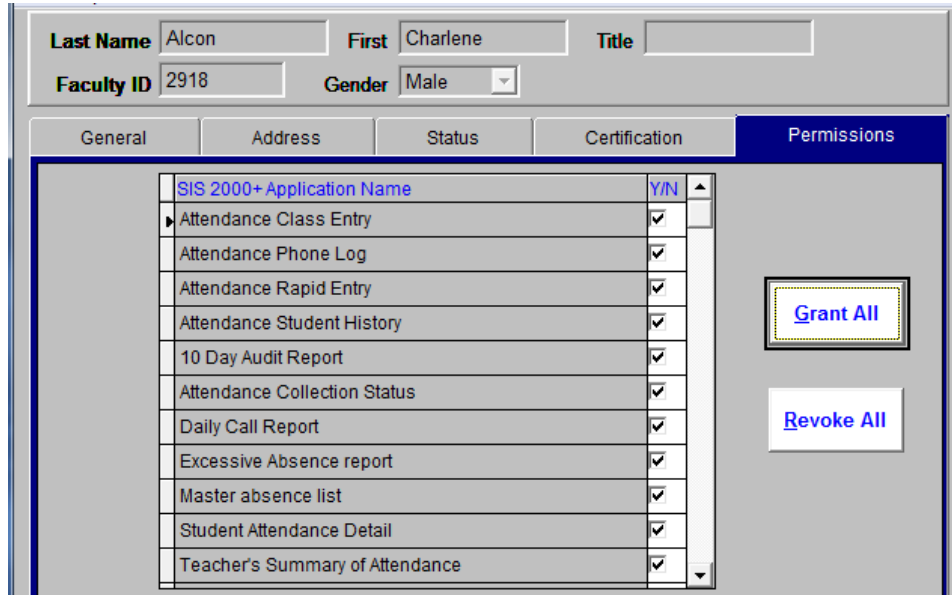
The screenshot shows the 'Faculty Certification' screen. At the top, there are input fields for 'Last Name' (Belcher), 'First' (Sean), 'Title', 'Faculty ID' (2701), and 'Gender' (Female). Below these are tabs for 'General', 'Address', 'Status', 'Certification', and 'Permissions'. The 'Certification' tab is active, displaying a form titled 'Faculty Certification'. The form contains several input fields: 'Certification', 'Certification Type', 'Subject Area', 'Award Date' (with a date picker), 'Expiration Date' (with a date picker), and 'Certification Number'. Below the form is a row of action buttons: 'New', 'Delete', and a right arrow button. The 'New' button is highlighted with a red box. At the bottom of the screen is a row of action buttons: 'Print', 'Find', 'List', 'Delete', 'Done', 'Add', 'Save', and 'Quit'. The 'Done' button is highlighted with a black box.

Press **New** which will put the screen in Edit mode. Enter data in the fields as described below.

- **Certification** – from the drop-down, choose “Cactus Identification”.
- **Certification Type** – from the drop-down, choose “Certification”.
- **Certification Number** – enter the teacher’s Cactus state assigned number.

All three of these fields need to have data in them or you will get UTREx Clearinghouse errors.

## Permissions tab



<b>Last Name</b>	Alcon	<b>First</b>	Charlene	<b>Title</b>	
<b>Faculty ID</b>	2918	<b>Gender</b>	Male		

General	Address	Status	Certification	Permissions																								
<table border="1"> <tr> <td>SIS 2000+ Application Name</td> <td>Y/N</td> </tr> <tr> <td>Attendance Class Entry</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Attendance Phone Log</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Attendance Rapid Entry</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Attendance Student History</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>10 Day Audit Report</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Attendance Collection Status</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Daily Call Report</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Excessive Absence report</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Master absence list</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Student Attendance Detail</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Teacher's Summary of Attendance</td> <td><input checked="" type="checkbox"/></td> </tr> </table>				SIS 2000+ Application Name	Y/N	Attendance Class Entry	<input checked="" type="checkbox"/>	Attendance Phone Log	<input checked="" type="checkbox"/>	Attendance Rapid Entry	<input checked="" type="checkbox"/>	Attendance Student History	<input checked="" type="checkbox"/>	10 Day Audit Report	<input checked="" type="checkbox"/>	Attendance Collection Status	<input checked="" type="checkbox"/>	Daily Call Report	<input checked="" type="checkbox"/>	Excessive Absence report	<input checked="" type="checkbox"/>	Master absence list	<input checked="" type="checkbox"/>	Student Attendance Detail	<input checked="" type="checkbox"/>	Teacher's Summary of Attendance	<input checked="" type="checkbox"/>	<div>Grant All</div> <div>Revoke All</div>
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The **Permissions** module is where you will give permission for a user to access features in ASPIRE SOFTWARE FoxPro Client. If a user will only be using ASPIRE SOFTWARE on the Web (such as teachers), you don’t need to select any permissions here. This would just be office personnel – secretary, counselors, etc. Teacher permissions will be added on the ASPIRE SOFTWARE web.

**NOTE:** If the faculty member was granted System Administrator status on the General tab, then that faculty member automatically has access to **all** ASPIRE SOFTWARE FoxPro Client applications and functions but web permissions will still need to be added on the web side of ASPIRE SOFTWARE. In such a case, the Permissions on this screen are not applicable.

- Checkmark each permission you would like a user to access.
  - The permissions in this screen only relate to FoxPro Client. Permissions for ASPIRE SOFTWARE on the Web are entered in Control Master when logged into the ASPIRE SOFTWARE website.
- Press **Save**.

## Control Master Application

Control Master is found on Web ASPIRE SOFTWARE. Control Master is where you create groups and assign permissions to those groups. This part of the tutorial will show you how to create groups for teachers.

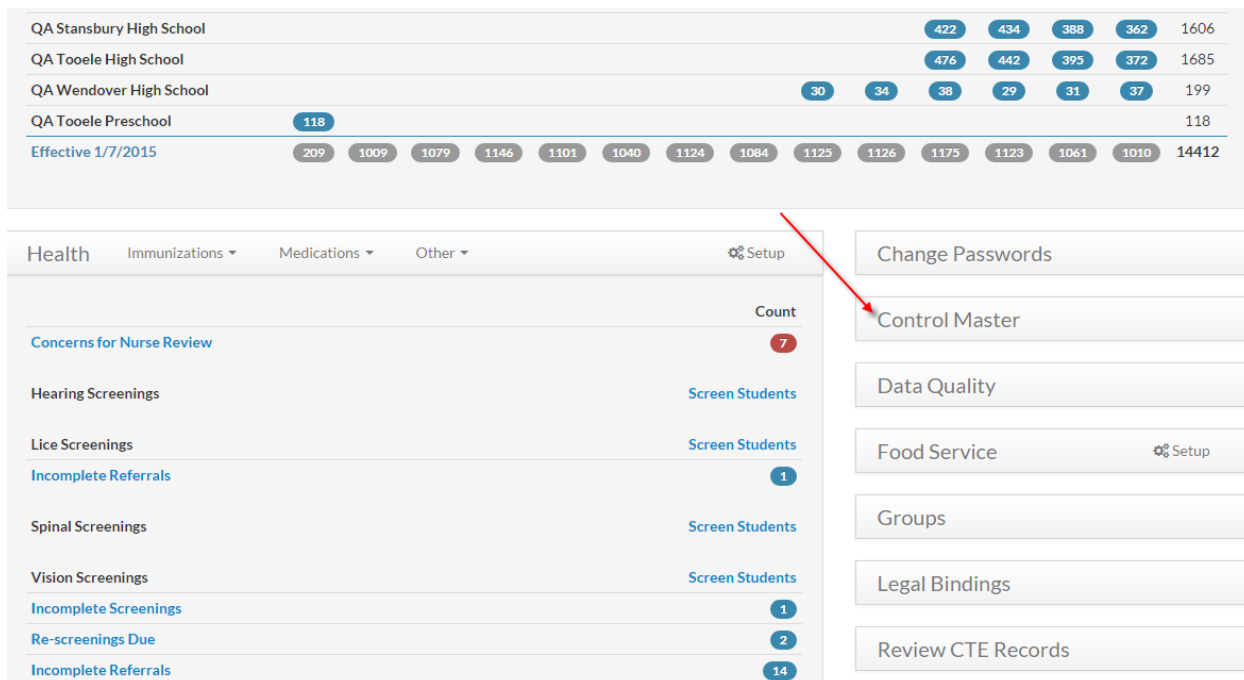
### Creating Groups

Log in to Web ASPIRE SOFTWARE, using the login that the Aspire specialist gave you.

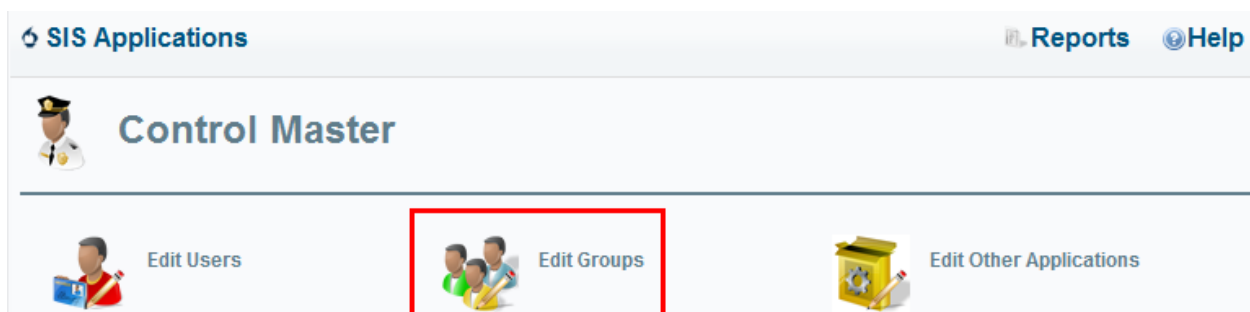
Once you're logged in, select the following:



Find the tile for Control Master



When you click on Control Master, you'll see the following:



Select the correct group to add the faculty member in. Select Permissions.

**Permissions** – clicking on Permissions will display a screen like the following:

Groups   Teacher ▼   Create New »	
Details	Group Permissions
Membership	All >>
Permissions >>	Academic Intervention
Default Group For	Academic Progress
Force Change Password	Assessment
Delete This Group	Attendance
	Behavior
	Change Password
	Classroom
	Control Master
	Data Quality
	Electronic High School
	Enrollment
	Food Service
	Gradebook
	Groups
	Health
	Lockers
	Schedule
	School
	SEOP

☒ **Academic Intervention**  
☐ Administrative Access  
☐ **Reports**  
☐ Academic Interventions  
☐ **Academic Progress**  
☐ Academic Progress Help  
☐ Courses  
☐ Course History  
☐ Class Marks  
☐ Student Marks  
☐ Utilities  
☐ Class Ranking  
☐ Graduation Requirements Editor  
☐ Copy from school-to-school  
☐ Student Course Request Settings  
☐ Marksets  
☐ Incomplete Grades  
☐ Report Card Comments  
☒ **Reports**  
☐ Cumulative GPA and Rank  
☒ Elementary Mini Report Card  
☒ Elementary Report Card  
☒ Elementary Transcript  
☐ Grade Distribution  
☐ Grade Override Usage  
☒ Gradebook Usage  
☒ Grades Not Finalized  
☐ Graduation Rate  
☐ Honor Roll  
☐ Low Achievement

This screen allows you to assign the permissions to the specified group. Each group is set up differently, based on the needs of their job responsibilities, which will be determined by the District Office or Principal. Permissions can be changed at any time.

Go through the list of permissions and assign the teachers group the appropriate permissions and then press **Save**.



**Default Group For** – click on Default Group For to see the following:

Groups   Teacher ▼   Create New »	
Details	Default Group for New Users Created in FoxPro
Membership	<input type="radio"/> None <input type="radio"/> System Administrator <small>Currently: Administrator</small> <input checked="" type="radio"/> Faculty <small>Currently: Unassigned</small> <input type="radio"/> Students <small>Currently: Student</small> <input type="radio"/> Contacts <small>Currently: Contact</small>
Permissions	
Default Group For >>	
Force Change Password	
Delete This Group	

This screen tells the system which Web group certain types of people will default to. Typically, for the Teacher group, you would select “Faculty”. That way, whenever you create a new faculty member in FoxPro Client, that person will automatically be assigned to the Teacher group on Web ASPIRE SOFTWARE.

**Force Change Password** – clicking on this will display the following:

Groups   Teacher ▼   Create New »	
Details	Force Change Password
Membership	<input type="checkbox"/> Force all users in this group to change their password on next login.
Permissions	
Default Group For	
Force Change Password >>	
Delete This Group	

Placing a checkmark in the box will force all users in the selected group to change their passwords the next time they log in. That is useful if you were to assign a default password to everyone and you wanted them to create their own unique password on first login.